



Republic of the Philippines
Province of Nueva Ecija
MUNICIPALITY OF BONGABON

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HUMAN RESOURCE MANAGEMENT OFFICE

ACCOMPLISHMENT REPORT 2014

PROGRAMS/ PROJECTS/ POLICIES	TARGET
1. Recruitment/ Selection <i>1.1 Hiring of Personnel</i>	a. Three (3) vacant positions published & posted in 3 conspicuous places.
	b. Three (3) applicants credentials evaluated
	c. One (1) PSB deliberation conducted
	d. One (1) excerpts from the minutes PSB meeting prepared
	e. Five (5) regular appointments and all supporting documents prep.
	f. 25 appointments of Casuals, 110 Job Orders 40 Aide to Peace and Order and 18 Consultants contracts prepared
	g. 100% of approved appointments/RAI submitted to CSC
2. Retention <i>2.1 Wages and Salary</i>	a. 24 regular payrolls prepared
	b. 24 JO labor payrolls prepared
	c. 12 Consultancy payrolls prepared
	d. 480 vouchers for COS honoraria prepared
	e. 60 Refund vouchers prepared
	f. One (1) Clothing Allowance payroll and Four (4) Clothing vouchers prepared
	g. One (1) Salary Differential payroll prepared
	h. Mid Year and Year End bonus payroll prepared
	i. One (1) Personnel Schedule prepared
	j. One (1) Plantilla of Personnel prepared
<i>2.2. Leave Administration</i>	a. 239 Employees attendance & punctuality monitored
	b. 300 applications for leave processed/ posted
	c. 133 individual leave card updated
	d. 134 notices of individual leave balances prepared and distributed
<i>2.3 Records Management</i>	a. 124 -201 files updated by insertion & retrieval
	b. 90% LGU employees SALN 85% of Brgy. Officials SALNs reviewed & submitted
	c. 155 Service Records updated upon approval of NOSA/NOSI
	d. Five (5) new entrants employees records created
	e. All loan requirements prepared & issued
	f. 100 % of other office files kept and maintained
<i>2.4 Career Development</i>	One (1) Orientation of new entrants on CSC/ internal policies for welfare/ benefits conducted
	One (1) in-house-training project

PROGRAMS/ PROJECTS/ POLICIES	TARGET
<i>2.5 Strategic Performance Management System</i>	All IPCR reviewed
<i>2.6 Personnel Relations/ Discipline</i>	a. 85% of employees grievance/ problems attended
	b. 80% Employees compliance to CSC policies/Internal rules and regulation monitored
<i>2.7 Health & Wellness Program</i>	80% adoption of physical fitness
3. Rewards and Incentives	a. 30 Step Increment implemented
	b. 14 Loyalty Incentive voucher's prepared
4. Retirement	a. One (1) Terminal leave benefits computed w/ all the supporting documents
	b. One (1) Plaque of Recognition awarded during the conduct of Salamat Paalam program
Administrative Services	a. One (1) Medium Term Dev't Plan prepared
	b. One (1) Annual Accomplishment prepared
	c. 100% Monthly/Quarterly Accom. Report prepared

Prepared by:

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Accomplishment
5
8
3
3
12
27
122
44
18
39
24
24
12
498
79
1
4
1
2
1
1
239
438
134
134
124
100% - LGU employees 90%- Brgy. Officials
168
5
211
100%
1
3

Accomplishment
86
100%
90%
90%
30
14
1
1
1
1
100%

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